

**CONFIDENTIAL**

*Rec. Mat 9-2*

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700340007-9

ESTIMATED VOLUME AND COST OF STATIONERY USED AGENCY-  
WIDE DURING FISCAL YEAR 1954

SUMMARY

Approximate Total Cost of Sterile Paper Used Annually	\$ 2,322.84
" " " " Bond " " "	8,086.08
" " " " Tissue " " "	<u>16,326.22</u>
Grand Total	\$26,735.14

Approximate Total Amount of Sterile Paper Used Annually	1,136,000 Sheets
" " " " Bond " " "	3,702,000 "
" " " " Tissue " " "	<u>8,869,900</u> "
Grand Total	13,705,500 Sheets

**SECRET**

*Rec next 9-2*

15 December 1954

HEADQUARTERS REPORTING REQUIREMENTS BY TYPE

(All Figures Approximate)

1. Prepared by Machine Records Division for:

Office of Personnel	30
Logistics Office	50
Office of Comptroller	77
Other Offices	<u>12</u>
Total	169
  
2. Prepared by the Office of Personnel  
(Inter and Intra-Office requirements) 100
  
3. Prepared by the Office of Logistics  
(Inter and Intra-Office requirements) 65
  
4. Prepared on Agency forms as listed 67  
in Forms Index.

**SECRET**